



THE CITY OF EAST ORANGE

Job Posting

Job Title:	CLINIC ATTENDANT	Job Category:	Classified
Department/Group:	Health and Human Services	Job Code	03925
Location:	City Hall	Travel Req'd	LOCAL
Level/Salary Range:	\$33,615.12 - \$52,872.72	Position Type:	Full-Time
HR Contact:	Shatera Smith	Posting Period	10/07/2016 – 10/21/2016

Applications Accepted By:

Fax or E-mail:

973-673-3172

shatera.smith@eastorange-nj.gov

Attention: **CLINIC ATTENDANT**

Mail:

Shatera Smith

Department of Human Resources

The City of East Orange NJ

44 City Hall Plaza

East Orange, NJ 07018

Job Description

Role and Responsibilities

Under direction of the Nurse Supervisor, the Clinic Attendant interviews patients in clinics, helps patients by providing information, secures medical records, maintains medical supplies inventory, performs preventive maintenance to keep equipment operating, and arranges various services for office as appropriate; does other related duties.

Qualifications and Education Requirements

Exceptional customer service and phone etiquette. Must have a valid Medical Assistant Certification

Preferred Skills

- Interviews patients entering clinic, or their relatives, to obtain needed personal and financial data, information regarding persons to notify in event of emergency, and medical history. Schedules appointments and activities or programs based on patients' needs.
- Takes patients' weight, height, and temperature.
- Takes blood sample from client by a finger stick procedure and uses procedures which tests for hemoglobin levels and iron levels; documents findings and levels.
- In some jurisdictions, appointees may be assigned to perform venipuncture procedures, including blood draws from veins by vacuum tube, syringe or butterfly venipuncture methods.
- Disposes of contaminated sharps, in accordance with applicable laws, standards and policies.
- Disposes of blood or other biohazard fluids or tissue, in accordance with applicable laws, standards, or policies.
- Knowledge of available community medical and health services.
- Knowledge of CPR.
- Knowledge of the standard methods, procedures, safety-precautions and tools used in performing venipuncture procedures may be required.
- Ability to maintain effective and organized systems to ensure timely patient flow